

Memorandum of Agreement

This is an agreement voluntarily made and entered into by the persons named below:

ENTER NAMES HERE

The persons listed above are employed by the _____.

The following Terms of this agreement were developed through the Colorado Department of Personnel and Administration, State Employee Mediation Program (SEMP). This document represents a fair and equitable settlement of the issues between the Parties, as attested to by the signatures below. The terms agreed to are those negotiated between the Parties.

IT IS UNDERSTOOD AND AGREED BY ALL PARTIES HEREIN AS FOLLOWS:

LIST TERMS OF AGREEMENT HERE

Each Party, by signing this Agreement certifies that s/he have read and understood the Agreement, and that the contents are reasonable to each other. By their signatures they acknowledge that they are responsible for all terms listed in the agreement and that the State of Colorado, Department of Personnel and Administration SEMP program has assisted them in mediating the terms of this agreement and that the mediators in no way have provided legal advice to any of the parties during these sessions. The Parties further acknowledge that the mediators involved herein advised them of their right to seek legal counsel if they so desire concerning the terms and conditions of this agreement.

Date: _____

Date: _____

NOTE: MEDIATORS DO NOT SIGN AGREEMENTS.